

### ITEMS OF INTEREST

- A new site IEEE Standards Development Online <http://standards.ieee.org/resources/development/> can provide you all the tool for the development of IEEE Standards and hot links to other areas.
- A web page Standards-Process-at-a -Glance is available to help WG>>Chairs/Sponsor Chairs on each step of the standard process and a simple page of links to help them along the process. Go <http://standards.ieee.org/> and select Standards-Process-at-a -Glance under Standards Development.
- Useful training modules in Microsoft PowerPoint can be obtained at <ftp://stdsbbs.ieee.org/training/>. See <http://standards.ieee.org/faqs/ltpres.html> for more information. Working Group chairmen and members will find one or more modules of interest.
- The *Standards Board Operations Manual* and *Standards Companion Manual* can be obtained at <http://standards.ieee.org/resources/index.html#guides>. Working Group chairmen will find helpful information on development, balloting and submission to the Standards Board in both publications.
- The PAR form and instructions are available, at <http://standards.ieee.org/guides/ePARform.html>. A PAR has a four-year life. Extensions are requested by submitting a "Target Extensions Request Form" at <http://standards.ieee.org/guides/par/extension.rtf>.
- For Working Group Chair change after the approval of PAR, please fill out the form at <http://standards.ieee.org/guides/par/wgchg.rtf>.
- For set up of IEEE-SA electronic services (Website area and Mailing list), please go to [http://standards.ieee.org/resources/spasystem/service\\_request.html](http://standards.ieee.org/resources/spasystem/service_request.html)
- Style Templates for IEEE Standards and **recently revised copyright statement** can be obtained at <http://standards.ieee.org/resources/spasystem/index.html>
- Standards Home Page <http://standards.ieee.org/db/balloting/> can provide you, Balloting Status Reports and Sign-up to join Balloting Pool.
- After the ballot is complete, draft standards are submitted to the Standards Review Committee (RevCom) of the Standards Board. For RevCom conventions see <http://standards.ieee.org/board/rev/revconventions.html> For the Guide for Submittal of Proposed Standards see <http://standards.ieee.org/guides/revguide.html> Form for Submittal of proposed Standards, [http://standards.ieee.org/cgi-bin/revcom\\_submittal](http://standards.ieee.org/cgi-bin/revcom_submittal)
- For project Authorization Request (PAR) and questions contact **Jodi Haasz** (732-562-6367/[j.haasz@ieee.org](mailto:j.haasz@ieee.org)).
- For Editorial questions contact **Yvette Ho Sang** at 732-562-3814/ [y.hosang@ieee.org](mailto:y.hosang@ieee.org)).
- For balloting questions other than the process (I am your contact for the process) contact **Christina Sahr** at 732-562-5540/or [sa-ballot@ieee.org](mailto:sa-ballot@ieee.org)).
- For Review Committee Submittal contact **David Ringle** (732-562-3806/[d.ringle@ieee.org](mailto:d.ringle@ieee.org)).

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## Recirculation Letter

(date )

Dear Colleague:

The purpose of this letter is to

- 1- Inform you of the results of the ballot on IEEE Pnnn, (name of standard/recommended practice/guide)
- 2- Submit to you the changes made to IEEE Pnnn
- 3- Provide you with a copy of the changes requested by the negative balloters but not accepted, together with the reasons for non-acceptance
- 4- Provide you with a list of the names of the balloters whose votes have been changed from "no" to "yes" based on resolution of their objections
- 5- Provide you with a list of the non respondents
- 6- Provide you an opportunity to change your ballot based on the above

The results from the balloting group were as follows:

Members: ( number )  
Returns: ( number ), ( number )% of members  
Approve: ( number ), ( number )% of eligible voters  
Disapprove: ( number ), ( number )% of eligible voters  
Abstain: ( number )

The revised draft of IEEE Pnnn is provided as Attachment 1. The detailed list of changes is provided as Attachment 2. Should there be any apparent conflicts between Attachment 1 and 2, Attachment 1 (the revised draft standard) will govern.

**Anyone in the balloting group desiring to change his or her ballot based on these items, please vote and return the ballot.**

**Do not return your ballot unless you want to change last vote. Your last vote will be carried forward.**

Should you have any questions, please contact me at your earliest convenience.

Sincerely,

Gary R.  
W G Chair, (Committee/ or Society/ or SCC)

Phone #; E-mail address

Attachments: 1- Revised draft standard; 2- List of changes to the draft standard  
3- Attachments to resolve negatives

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April 14,2004

## Current IEEE SA Process for Electronic Balloting of Standards

This IEEE Web base process will allow you to request **invitation, ballot (new, revision and recirculation), reaffirmation, pre-ballot editorial review of the draft and join an existing balloting pool.** The instructions are:

### A. INVITATION

- Working Group Chair must be IEEE SA Member+ same person whose name is on the PAR. Please check the PAR to verify. Go to <http://standards.ieee.org/board/nes/approved.html>**
- Please check your draft for the following:**
  - Each page must be numbered in the proper order.
  - Each page must have PAR # and draft # and current date in the “header”. (Example: IEEE P1023/D1, May 2003 or IEEE PC57.12.00/D5, May 2003).
  - Current Complete IEEE copyright statement on first page is a must. Check for current statement in IEEE Standards Style Manual, section 4.1.1(<http://standards.ieee.org/guides/style/>)
  - Short IEEE copyright statement with current year in “footer” on each page is a must.
  - Title must be same as on approved PAR and must have the word “Draft” (Draft: Title)
  - Complete figures, tables and annexes at proper place.
  - New metric policy allows you to include inch-pound data in parenthesis after metric units in the standard. Any exception to this policy for approval by the Standards Board can be submitted to Bruce Barrow of SCC14 ([b.barrow@erols.com](mailto:b.barrow@erols.com)).
- Pre-ballot editorial review. It will take 20 days and an Editor will provide you comments on your draft. Go to <http://standards.ieee.org/resources/development/>  
Follow→Balloting The Draft→Ballot invitation→Submitting the Draft for Pre-Ballot Review→Submit the draft**
- Revise your draft based on the comments from the Editor.
- Convert draft file to PDF.**
- Up-load the draft at IEEE website. [http://standards.ieee.org/eprocess/upload\\_balloting\\_file/](http://standards.ieee.org/eprocess/upload_balloting_file/)
- Go to <http://standards.ieee.org/resources/development/>  
Follow → Balloting The Draft → Ballot invitation → Requesting a Ballot Invitation → Fill and submit the form**

### B. BALLOT

- After balance is approved by the Sponsor. Go to <http://standards.ieee.org/resources/development/>  
Follow → Balloting The Draft → Sponsor Ballot → Requesting Initiation of a Ballot → Fill and submit the form**

### C. RECIRCULATION BALLOT

- Recirculation ballot package must include the following:** (b) & (c) are not required for Reaffirmation Ballot.
  - (a)-Recirculation letter. Please see attached sample letter.
  - (b)-Follow A2 to check the revised draft. Revised draft must have higher draft # than the last balloted draft.
  - (c)-Summary sheet showing changes made from last balloted draft to the current revised draft.
  - (d)-Negative ballots resolution package.
- Convert draft file to PDF. Other files may be Word/Excel. Make a Zip file.**
- Up-load the files at IEEE website. [http://standards.ieee.org/eprocess/upload\\_balloting\\_file/](http://standards.ieee.org/eprocess/upload_balloting_file/)
- Go to <http://standards.ieee.org/resources/development/>  
Balloting The Draft → Sponsor Ballot → Requesting Initiation of a Ballot → Recirculation Ballot → Fill and submit**

### D. APPROVAL

After completion of successful ballot, submit the draft to the Standards Review Committee (RevCom) for approval.  
**Go to <http://standards.ieee.org/guides/revguide.html#1.1>**

### E. REAFFIRMATION BALLOT

**Go to <http://standards.ieee.org/resources/development/>  
Follow → Reaffirming The Standard → Initiate a Reaffirmation Ballot → Fill and submit the form**

### F. JOIN AN EXISTING BALLOTING POOL/ UPDATE YOUR INFORMATION

**Go to <http://standards.ieee.org/resources/development/>  
Follow → Balloting The Draft → Join an Existing Balloting Pool → Fill and submit the form**

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